



Achieve your career aspirations as a

Payroll Administrator



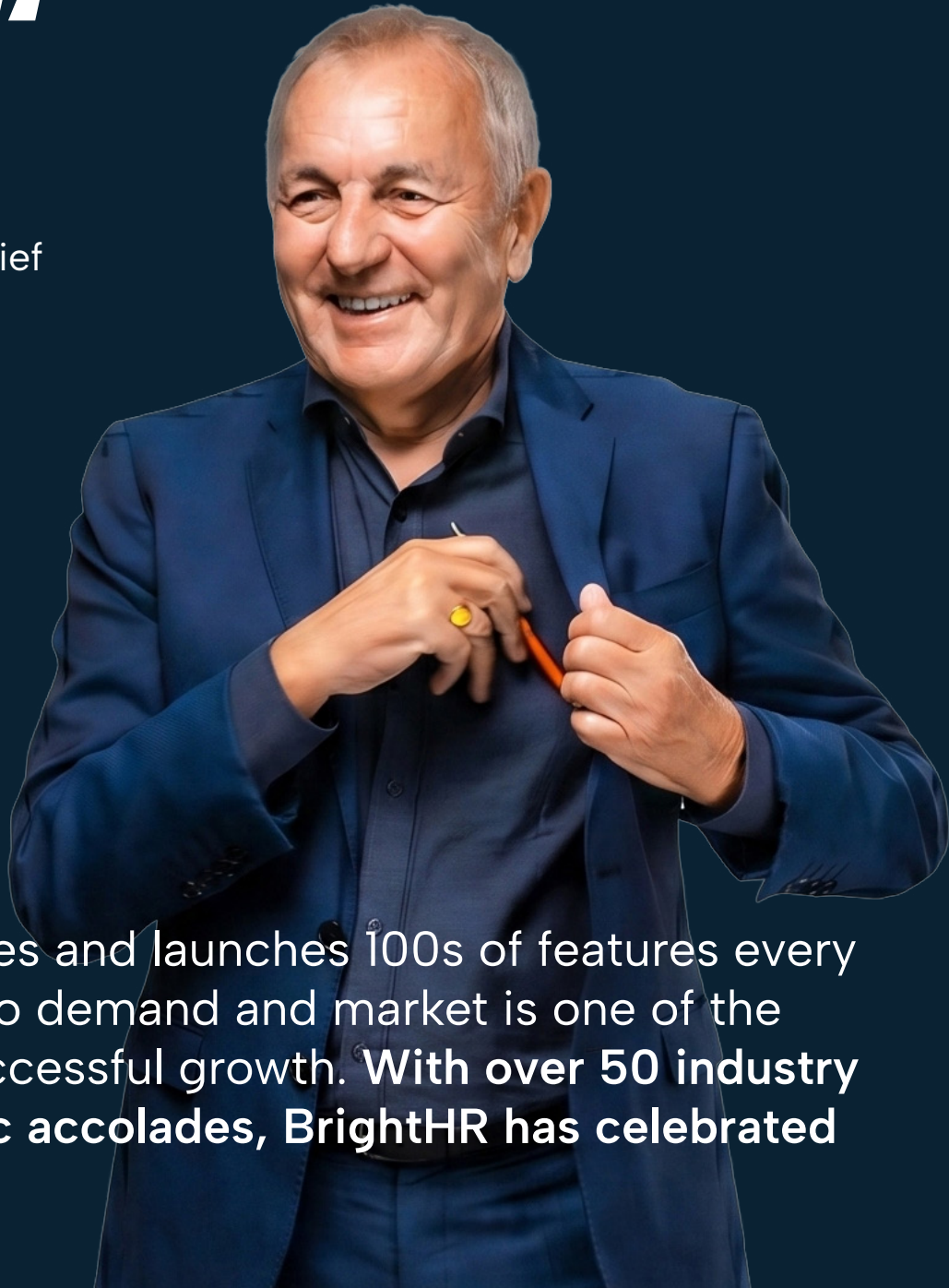
Vision & values



At BrightHR, our culture of innovation and creativity gives small and fast-growing businesses the best platform for success.

Peter Done

Founder & Group Chief
Executive Officer
Peninsula Business
Services Group



BrightHR optimises and launches 100s of features every year. Our speed to demand and market is one of the secrets to our successful growth. **With over 50 industry awards and public accolades, BrightHR has celebrated many milestones.**

2015

BrightHR launches

2017

Bright Wellbeing & Counselling launches

BrightHR launches in Canada

2019

BrightAdvice mobile + PoP, our expense tracking app launches

We launched in Australia and New Zealand

2021

BrAIinbox launches, our AI powered advice tool

2023

BrightLearn launches, our integrated learning management system

Praise launches, our employee recognition platform

2025

Managed Payroll Service launches

2016

BrightAdvice launches 24/7 employment law expert advice

2018

Blip, our clocking-in & out app launches

BrightHR launches in the Republic of Ireland

BrightSafe Advice, our health & safety advice line launches

2020

BrightSafe, our health & safety app launches

2022

One million users worldwide
BrightExchange launches, our online marketplace of discounts and perks

2024

BrightHR is serving over 5 territories to over 100,000 businesses

BrightHR launches its enhanced payroll software solution

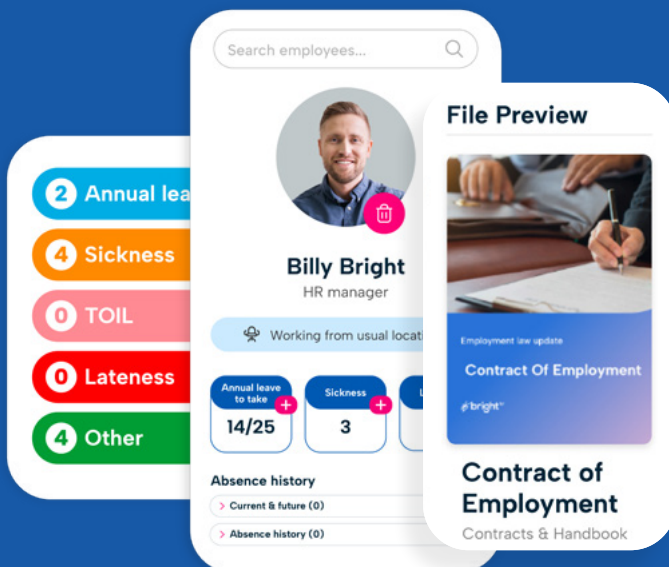
Software & services

BrightHR

Scheduling rotas, onboarding new starters, tracking holidays and more—BrightHR makes every aspect of people management easy.

With a learning management system, employee perks platform, and recognition through Praise, we help SMEs manage their business, attract and retain their staff, and grow their business.

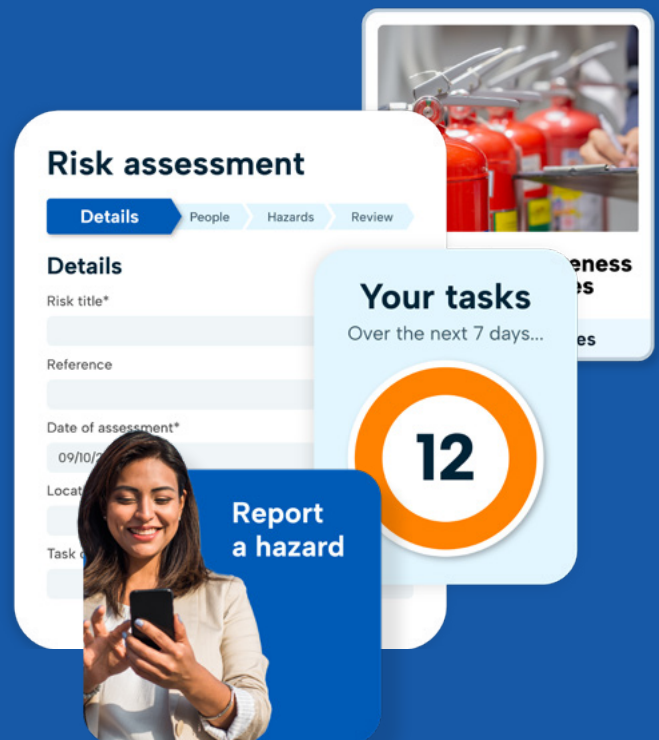
BrightAdvice is our 24–7 employment law advice service. Qualified HR professionals help businesses navigate the world of work. We make HR easy.



BrightSafe

Business owners and managers have the responsibility of keeping their staff both healthy and safe.

BrightSafe helps them do this legally, from managing risks, handling incidents to hazard reporting.



BrightHR Payroll

Managing payroll is an essential business practice.

With our integrated enhanced payroll software, we can save businesses countless hours and money.

Syncing with HR and employee data, it makes for a simplified payroll process. Plus, it makes it easy to stay compliant—our software accounts for statutory rules on pay and reduces HMRC penalty risks.

Managed Payroll Service

For hassle-free and hands-off payroll management.

For businesses that want a stress-free payroll solution, we can outsource the entire process.

Our Managed Payroll Service gives business owners full reconciliation on time, every time.

Payslips, issues, HMRC reporting and processing handled centrally

Payroll permissions

36



Ciri Sintra

Working from home

View full profile



Donna Winter

HQ Office

View full profile

Edit

Log overtime worked

Employee

Hannah Winters

Overtime start

Thu 23 Jan

17:00

Overtime end

Thu 23 Jan

18:15

Log overtime



Bright BRAINBOX+

Advice on the go when you need it most.

Our AI-powered chat, BRAINBOX+, provides expert-trained answers to HR, health & safety and payroll questions.

This is a value add tool that helps employers manage the ever changing employment law landscape.

created by experts

powered by



Bringing AI to HR

Our vision is to harness the power of AI to support both the user in time saving tasks and the manager with people management improvements to support business growth through efficiency gains.

Alastair Brown

Global AI and Technology
Director



Payroll Administrator

Location:

Manchester, England

Hours of work:

Monday – Friday 8:00am – 6:00pm

Reports to:

Outsourced Payroll Service Manager

The role:

To work as part of our Bright Payroll Advice team where you will be responsible for ensuring our clients remain compliant with legislation and best practices related to payroll processing, reporting and taxation.

The Payroll Advisor role requires you to work within a team providing legally compliant advice and payroll assistance to clients by telephone to support the needs of the individual client and to highlight any options that are non-compliant as well as ensuring the client is fully aware of the risk these options present.

As well as this, the Payroll Advisor will also have the opportunity to help our clients in designing and implementing best practice payroll strategies.



Day-to-day responsibilities include

but are not limited to the below:

As a Payroll Administrator, you will take ownership of and be responsible for the end-to-end processing of client payrolls under your purview. With an excellent eye for detail and the ability to work to strict deadlines, you will have the opportunity to hone your existing payroll skills and grow with the business.

The duties of a Payroll Administrator are, but not limited to:

- Calculation and processing of salary adjustments, back-pay, overpayments, and holiday pay.
- FPS and EPS submissions, alongside P11Ds/payrolled benefits where needed.
- Inputting payroll related data to the BrightHR payroll system, generating reports and maintaining the client schedule.
- Processing of statutory related pay and deductions, including PAYE, National Insurance and Pensions.
- Processing of company/ statutory related pay and deductions, including SSP and SMP etc.
- Ensuring accuracy within the payroll process and maintaining client communication and confidentiality throughout.



KEY REQUIREMENTS

Required skills and experience

- Deep understanding of UK payroll legislation and tax regulations, being either CIPP qualified or qualified by experience.
- Excellent IT skills, with the ability to quickly adapt to new HR and Payroll systems and other products, such as Microsoft Excel.
- High level of communication skills and the ability to collaborate with internal and external stakeholders.
- Building and maintaining positive client relationships.
- The willingness to learn new skills and step out of your comfort zone.
- The ability to become a brand ambassador for BrightHR and its sister companies

This is an exciting career opportunity to **join a high-performance business that is growing at exceptional rates!**



BrightHR Benefits



Enhanced holidays

25 days increasing to 27 after 2 years' service and 28 after 5 years' service (22 Days for Field Sales)



Pension scheme contribution

increasing to 5% after 5 years' service and again to 7% after 7 years' service



Private health care cover

after 5 years' service



Discounted products

Manchester City centre parking (AO Arena) / First Bus Travel Club Membership / Microsoft Home User programme / Anglian Home Improvements



On site Gym



Access to Health Shield



Access to the EAP service



Pace Health Club

(situated in the Park Inn) discounted gym membership and spa treatments



Paid birthday leave



Eye care contribution



Travel Season Ticket loan scheme



Cycle 2 Work scheme

after probationary period



Free fruit (office-based staff)



New business referral scheme



Refer a friend scheme



Milestone recognition



Bright Exchange perks



Park Inn

20% off food and drink



New Century

food & drink discount



Revolution De Cuba

food and drink discount



Group life insurance

Staff Quotes

I've been with BrightHR for just over a year, and I couldn't be happier with my experience so far.

One of the things that stands out is the incredible work ethic across the business. Colleagues support one another and go the extra mile to deliver results. There's a culture where people feel empowered to succeed. Hard work is recognised, achievements are celebrated and everyone is given the opportunity to make meaningful contributions.

Since joining, I've been given opportunities to progress my career. The support from managers has been instrumental in helping me grow both in my career.



Carl Smith
Payroll Onboarding
Team Leader



Timea Szilagyi
Payroll Advisor



What I enjoy most about working for BrightHR Payroll is the people. I'm surrounded by fantastic colleagues and supportive bosses who genuinely care about each other.

The variety of work means there is always something new to learn, creating excellent opportunities for personal and professional growth. The positive culture and strong community make it a place where I look forward to coming to work each day.

Starting as a Payroll Administrator and progressing into a Senior Payroll Administrator position within 8 months, I can confirm the company provides a great opportunity for knowledge development and career growth.

BrightHR enables employees to share expertise, solve challenges together effectively and embrace new opportunities while consistently deliver positive outcomes for our clients, fostering a culture of teamwork and collaboration.



Aleksandra Skrzek
Senior Payroll
Administrator



Values & Behaviours

**Living the company values of
we care, we take action,
we innovate, we inform, and
we do the right thing**

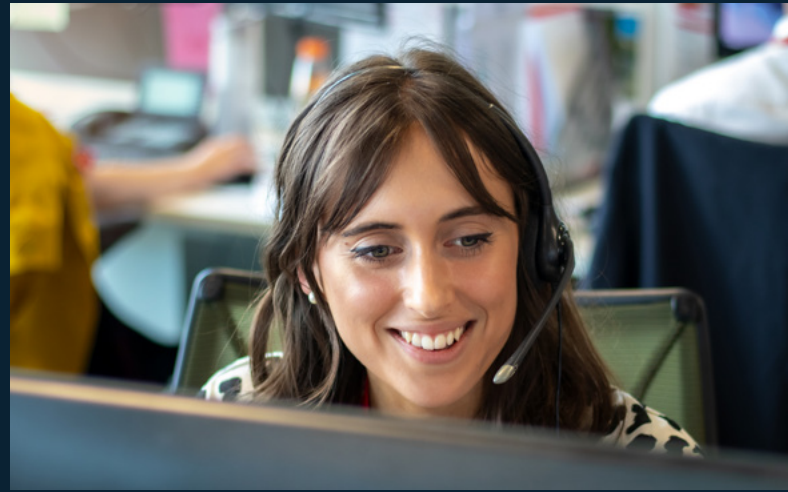
- ✓ **We lead by example** and recognise those living our values.
- ✓ **We drive the narrative** by inspiring and engaging our team.
- ✓ **We collaborate** with rigor and embrace diversity of thought.
- ✓ **We deliver** with a united voice.
- ✓ **We take ownership** by staying close to team performance by Super Coaching and Walking the Walk.
- ✓ **We keep our approach simple** and stick to the playbook to deliver on promise.
- ✓ **We think critically and commercially**, assess the situation before jumping to the solution.

Watch our values video



We are BrightHR; the only software powered by HR, health & safety, and legal experts.

Everything you need to simply manage your staff, all in one place, PLUS free tools to set your business apart.



We are on a mission to transform people management for businesses.

We've been making life easier for employers since 2015 with our range of innovative software, are providing HR, H&S, and business support to over 95,000 businesses globally.



We are a people business. The market moves quickly and so do we.

We put the customer first, working hard and always looking ahead, purposefully innovating to ensure peace of mind.



BrightHR is an Equal Opportunity and Disability Confident Employer.

We are committed to diversity and inclusion without regard to protected characteristics.



A message from the CEO

Having worked for the group for over 20 years, I'm fortunate to have developed and progressed in an organisation that cares about its people. This business has helped me achieve my career aspirations and growth potential. I'm now proudly the group Chief Operating Officer and BrightHR Chief Executive Officer.

I've seen for myself the continued investment our group CEO and Founder, Peter Done, puts into the business and its people. An entrepreneur himself, Peter remains actively involved in all aspects of our business.

Our guiding principles are found in our Group compass. My top tip for putting your best foot forward? Get familiar with these now.

Group Compass webpage



Alan Price

It's not easy to grow at the rate we are. It's even harder to grow at record-breaking rates year after year. But we do, thanks to agile research & development, world-class tools, and focused learning & development.

You're joining a business that wants you to grow. We'll give you the tools you need to succeed, the training to progress, and the recognition and reward to achieve your potential.

Our global MVP awards recognise staff from around the world, not just for the day-to-day successes, but the impact you're making on your colleagues, customers, and even your charitable work. This is just one of the many reasons we're recognised as a great place to work.

Joining our Advice team is a once in a career opportunity. We're an exceptionally successful business that has an entrepreneurial and disruptive mindset. You'll work with a variety of client advice cases to define, drive and implement the next phase of the business.

Thank you for considering BrightHR as your next career move.

Now's the Bright time to join us.

